



NEW ZEALAND QUALIFICATIONS AUTHORITY
 MANA TOHU MĀTAURANGA O AOTEAROA

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Late reporting of internally assessed results by schools

Date:	27 March 2018	NZQA Priority:	High
Security Level:	In confidence	Report No.	CR17239

	Action Sought	Deadline
Minister of Education	a. note that for 2017, 0.22% of Level 3 or above internally assessed results were reported to NZQA after results release day. b. note that for 2017, an additional 753 awards of UE were made (3% of the total awards) because of reporting after results release day. c. note that a high proportion of the late reported results are likely to be for students undertaking some “catch up” credits during January and February. d. note that NZQA is undertaking further data analysis to better understand the contributing factors influencing the late reporting of results. e. note that the additional analysis will also identify the level of late reporting, and assess the potential impact, across all NCEA levels. f. Redacted under section 9 (2)(f)(iv) g. h. i.	Immediate

Contact for Telephone Discussion (if required)

Name	Position	Telephone	Cellphone	1 st Contact
Kristine Kilkelly	Deputy Chief Executive, Assessment	463		√

Redacted under s9(2)(a)

Minister's Office to Complete:

Noted

Seen

Approved

Needs change

Withdrawn

Overtaken by Events

See Minister's comments

Declined

Referred to:

Comments:

Late reporting of internally assessed results by schools

Recommended Action

It is recommended you:

- a. **note** that for 2017, 0.22% of Level 3 or above internally assessed results were reported to NZQA after results release day.
- b. **note** that for 2017, an additional 753 awards of UE were made (3% of the total awards) because of reporting after results release day.
- c. **note** that a high proportion of the late reported results are likely to be for students undertaking some “catch up” credits during January and February.
- d. **note** that NZQA is undertaking further data analysis to better understand the contributing factors influencing the late reporting of results.
- e. **note** that the additional analysis will also identify the level of late reporting, and assess the potential impact, across all NCEA levels.
- f. Redacted under section 9(2)(f)(iv)
- g.
- h.
- i.
- j.



Karen Poutasi (Dr)
Chief Executive
27 March 2018

Chris Hipkins
Minister of Education

NOTED/APPROVED

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Late reporting of internally assessed results by schools

Purpose of Report

1. This report provides you with information about the late reporting of internally assessed results by schools to NZQA.
2. NZQA has undertaken some initial data analysis that was focussed on the priority areas of NCEA Level 3 and University Entrance (UE). We are undertaking further analysis to identify the level of late reporting, and assess the potential impact, across all levels of NCEA.

Comment

NZQA's Initial Data Analysis

3. The late reporting of results can potentially have the most impact on Year 13 students completing NCEA Level 3 and UE. We have analysed the achievement data to identify the number of UE awards that were gained by students using internally assessed results reported after the release of NCEA and UE results in mid-January. The release of results prompts those students who were expecting to achieve NCEA or UE to carefully review their academic record to ensure all results have been reported, or where they may need to top up their credits.
4. In 2017, schools reported a total of 577,240 Level 3 or above¹ internally assessed results. Of these results, 1,272 or 0.22% were reported after the NCEA and UE results were released.
5. In 2017, the late reporting resulted in an additional 753 awards of UE being made which represents 3% of UE awards gained. A high proportion of the late reported results are likely to be for students undertaking some "catch up" credits at school or at another provider during January and February.
6. The number of additional UE awards gained in 2017 following results release was similar in number to 2016 and 2015. There is no apparent increase in the trend data.
7. NZQA is undertaking further data analysis to better understand the contributing factors influencing the late reporting of results. This analysis will inform NZQA of the relative proportion of late reporting compared with the reasons outlined later in paragraph 14.
8. This additional analysis will also identify the level of late reporting, and assess the potential impact, across all NCEA levels.
9. It is important to identify these instances of late reporting because of the potential impact on students.

Current Processes and Communications with Schools and Students

10. NZQA works closely with schools on the requirements and deadlines for reporting results for internally assessed standards.

¹ All Directory of Assessment Standards (DAS) credits at Level 3 or above can contribute to NCEA Level 3. NCEA Level 3 is also a prerequisite for UE.

11. The deadlines for reporting are specified in the “Key Dates Calendar” which NZQA publishes each year to schools. Throughout the year NZQA sends regular reminders to schools specifying the key administrative requirements and reporting deadlines. Key Dates are well known to schools and do not vary from year to year.
12. As in previous years, the 2017 deadline for submitting the last data file of the year, including all final internal results, was set at 1 December.
13. For any final results that are unable to be included in the last 1 December data file, schools can also continue to report late internally assessed results online via NZQA’s web entries system throughout December and January. We remind schools on 30 November to use this facility for reporting late results.
14. Most schools will have some late reported results. There are a number of reasons why results may be reported after 1 December, including:
 - some schools offering the opportunity for students to come back to school in January if they have not quite achieved sufficient credits to gain NCEA or UE;
 - instances where neither the school nor the student concerned realised there are unreported credits until the provisional results are released in mid-January; or
 - results reported for standards assessed by an outside provider and reported late to the school.
15. The number of late reported results and the reasons for them differ from school to school and from year to year.
16. Schools have access to a broad suite of reports from their Student Management Systems (SMS) and via their NZQA secure extranet area. These reports provide detailed achievement data for an individual student showing credits awarded from both internally assessed and externally assessed standards. These reports are used by schools to monitor student progress towards NCEA and UE and will identify where a student is a few credits short of achieving NCEA or being awarded UE.
17. The following measures are in place to ensure accurate and timely reporting of results for every student:
 - schools are required to report results at least once a month between April and December;
 - schools are required to have processes in place to manage the accuracy of the results; and
 - NZQA recommends that:
 - students monitor their own results through logging into both the School Management System and their Entries and Results on the NZQA website;
 - teachers attest that the data submitted to NZQA is timely and accurate; and
 - the Principal’s Nominee uses statistical data reports generated by NZQA that allow them to check the accuracy of results reported monthly.
18. NZQA’s School Relationship Managers are contacted by students, guardians, and schools after the release of results to manage missing results and answer questions regarding qualifications that are not yet completed. These requests are always given high priority particularly if they involve the completion of NCEA Level 3 or the award of UE.

19. The timely reporting of results by schools is reviewed when NZQA undertakes a Monitoring National Assessment (MNA) visit. If an issue is identified during a MNA visit or at any other time, then follow up action will be carried out. NZQA closely monitors a school's progress with addressing any issues.

Next Steps

20. NZQA is undertaking further data analysis to better understand the contributing factors influencing the late reporting of results. This additional analysis will also identify the level of late reporting, and assess the potential impact, across all NCEA levels.

21. Redacted under section 9(2)(f)(iv).

- 22.

- 23.